

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: June 27, 2006

Bulletin # 622

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: July 7, 2006

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Please note, the following advertisement is a correction to Career Opportunity Bulletin #621. The final filing date remains the same. The advertisement should have read:

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – MONTEREY DISTRICT/BIG SUR SECTOR

The reporting location for this position is Pfeiffer Big Sur State Park. The incumbent will be responsible for a variety of duties including skilled carpentry, masonry, painting, plumbing, equipment operation, trail work, chain saw operation, and vehicular trouble-shooting and servicing. Direction of California Department of Corrections/California Department of Forestry inmate crews is also an integral part of this Sector's maintenance program. This position offers an excellent opportunity for an industrious individual to demonstrate many skills with a great deal of personal satisfaction. **The work schedule for this position will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. State housing may be available.** For further information regarding this position, please contact Rain Greenslate at (831) 667-2179 or rgreenslate@parks.ca.gov.

**THE FOLLOWING ADVERTISEMENTS HAVE BEEN CANCELLED FROM
CAREER OPPORTUNITY BULLETIN #621:**

STATE PARK RANGER (\$2890 - \$4135) – SIERRA DISTRICT/LAKE SECTOR

The reporting location for this position is the Lake Sector Office in Sugar Pine Point State Park, and is responsible for D.L. Bliss State Park, Emerald Bay State Park, Donner Memorial State Park, Lake Valley State Recreation Area, Washoe Meadows State Park, Sugar Pine Point State Park, Tahoe State Recreation Area, and Burton Creek State Park, plus several satellite properties. This position will work under the direction of the Supervising State Park Ranger. The incumbent will lead seasonal employees including, Park Interpretive Specialists, Senior Park Aides and Park Aides. This sector includes five large active campgrounds, a boat-in campground, two famous historic structures (Vikingsholm and Pine Lodge), four visitor centers, two large underwater parks (D.L. Bliss State Park and Emerald Bay State Park), a golf course and nearly 40,000 feet of spectacular lakefront. The incumbent will be expected to be involved in a wide variety of Visitor Services programs including law enforcement, visitor safety, campground and day use operations, camp hosts, mansion tours, winter interpretive programs, special events, commercial filming, and our bear aversion program. **State housing may be available.** For further information regarding this position, please contact Brian Barton or Greg Hackett at (530) 525-1263.

Career Opportunity Bulletin #622

- **ACCOUNTING TECHNICIAN – ADMINISTRATION/BUSINESS AND FISCAL SERVICES/HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – ACQUISITION & DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO**
- **ASSOCIATE PARK & RECREATION SPECIALIST – ACQUISITION & DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER/SACRAMENTO**
- **MANAGEMENT SERVICE TECHNICIAN – SAN DIEGO COAST DISTRICT**
- **PARK MAINTENANCE ASSISTANT – ANGELES DISTRICT/SANTA MONICA MOUNTAINS SECTOR/LEO CARRILLO STATE PARK**
- **RECORDS MANAGEMENT ANALYST II/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – BUSINESS AND FISCAL SERVICES/CENTRAL RECORDS OFFICE/HEADQUARTERS/ SACRAMENTO**
- **STATE PARK EQUIPMENT OPERATOR – ANGELES DISTRICT**
- **WATER RESOURCE CONTROL ENGINEER – PARK OPERATIONS/TECHNICAL SERVICES DIVISION**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ACCOUNTING TECHNICIAN (\$2465 - \$2998) – ADMINISTRATION/BUSINESS AND FISCAL SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Accounting Administrator I (Supervisor). This position will offer the opportunity to interact with the administrative and field staff. Duties will include reviewing and auditing Contract and Interagency agreements and processing requests for payment to the State Controller's Office, and reconciling outstanding balances in CALSTARS against the Department's encumbrance reports. Responsibilities will also include printing the Claim Schedule Face Sheets and Remittance Advices for the submission of Claim Schedules to the State Controller's Office. **State housing is not available.** For more information regarding this position, please contact Kathryn Carranza at (916) 653-4543.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4111 - \$4997) – ACQUISITION AND DEVELOPMENT DIVISION/SOUTHERN SERVICE CENTER/SAN DIEGO

The reporting location for this position is the Southern Service Center, located in San Diego. This position will work under the direction of the Staff Park and Recreation Specialist. The incumbent will be responsible for performing analytical work for Project Management, Construction Management, and managerial staff. This position requires a broad range of knowledge of project development, business practices, and accounting procedures, including governmental budgeting/accounting, and contract administration. Duties will include project accounting and cost reconciliation, budgetary analysis, report preparation, review of contract and accounting documents for quality control, and other analytical tasks to assist project and construction managers. The incumbent should possess a willingness to learn and perform routine and detailed work for the purposes of quality control and applying the results to complex issues; be able to present analyzed data and information clearly and concisely in both a written and oral format, and be able to use logic and creative reasoning to resolve complex problems. **State housing is not available.** For further information regarding this position, please contact Karen Miner at (619) 220-5315.

ASSOCIATE PARK AND RECREATION SPECIALIST (\$4516 - \$5489) – ACQUISITION AND DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER/SACRAMENTO

The reporting location for this position is the Northern Service Center in Sacramento. This position will work under the direction of Senior Park and Recreation Specialist. The incumbent should be a professional with strong knowledge and experience with meeting project requirements of the California Environmental Quality Act (CEQA). The incumbent will be responsible for ensuring that the Department of Parks and Recreation projects comply with CEQA. As the CEQA Coordinator within the Northern Service Center, the incumbent will prepare, review, and assist in the completion of project evaluations; coordinate with project managers, District Environmental Coordinators, Service Center and District specialists to identify, evaluate and mitigate potential environmental impacts of proposed projects within State Parks in the Northern Service Center area, and may train District and Service Center staff on CEQA, NEPA and other permitting procedures as needed. **State housing is not available.** For further information regarding this position, please contact Gary Waldron (916) 445-8772.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MANAGEMENT SERVICE TECHNICIAN (\$2331 - \$3201) – SAN DIEGO COAST DISTRICT

The reporting location for this position is the District Office, in Old Town San Diego State Historic Park. This position will work under the direction of Administrative Officer I. San Diego Coast District is looking for a highly motivated and dedicated individual who wants to become part of a great team of park professionals. The incumbent will be assigned to the Fiscal Services Section and will be responsible for managing and compiling expenditure data for all budgetary allotments; producing separate monthly budget expenditure reports for four sectors, and a master report for the District; auditing and processing PAPOs, Calcards, Travel Expense Claims, and petty cash reimbursement requests. The incumbent will also be responsible for tracking approximately 50 PCA's; posting into BEARS as a matter of routine; monitoring contract payments and encumbrances; auditing travel and relocation claims, and providing guidance, technical instruction, and assistance to all District staff regarding accounting matters. Microsoft Excel and Word skills are highly desirable. This position accomplishes most tasks on an independent basis and may lead and request the assistance of the Office Technician assigned to the Administrative Support Section. The following interpersonal skills are desirable: customer service, time management, communication, analytical, multi-task, resourceful, team member, punctual, and dependable. Public transportation is available from many parts of the San Diego area. **State housing is not available.** For further information regarding this position, please contact Nellie Gonzalez at (619) 278-3765.

PARK MAINTENANCE ASSISTANT (\$2511 - \$2737) – ANGELES DISTRICT/SANTA MONICA MOUNTAINS SECTOR/LEO CARRILLO STATE PARK

The reporting location for this position is the Leo Carrillo State Park Maintenance Shop, located in Malibu, but may be required to work throughout the District as per operational need. The incumbent will act as the lead for four to five Park Maintenance Aids (depending the time of the year) in the daily operations of housekeeping, facility maintenance, and equipment operations in campgrounds and beaches within the Sector. **State housing is not available.** For further information regarding this position, please contact Oscar Rodriguez at (310) 457-3932 or (310) 699-1719.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

RECORDS MANAGEMENT ANALYST II (\$4111 - \$4997)/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4111 - \$4997) – BUSINESS AND FISCAL SERVICES/CENTRAL RECORDS OFFICE/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Central Records Office located, at One Capital Mall in Sacramento. This position will work under the direction of the Staff Services Manager II. The incumbent will have responsibility for the Department's Central Records Office (CRO) and statewide records management program, including records retrieval, records policy development and records system automation. The incumbent will serve as the Department's Records Management Program liaison and will prepare State mandated records management reports; monitor and manage the statewide system; conduct analytical studies on the Department's record management program and coordinate the integration of existing CRO processes into adopted automated records management systems. The incumbent will design, coordinate, and conduct any necessary training programs for department staff on records management and process improvements. This position act as lead analyst over seasonal positions. **State housing is not available.** For further information regarding this position, please contact Maureen O'Connor (916) 653-4179.

STATE PARK EQUIPMENT OPERATOR (\$3650 - \$4002) – ANGELES DISTRICT

The reporting location for this position is Malibu Creek State Park, located in Agoura Hills, but may be assigned to work extended periods of time at any of the District's sixteen parks in Los Angeles and Ventura Counties. The incumbent will operate a wide range of equipment including track and wheeled loaders, backhoes, a road grader, numerous dump trucks with and without equipment transport trailers, and several pieces of specialty equipment such as a skid steer and water truck. The projects will include annual road maintenance and storm damage repairs, weed abatement in challenging locations, transport of equipment between various parks and repair shops, and the training of appropriate park staff in the safe operation of selected pieces of equipment. **A Class "A" Driver's License is required in this position. Please provide proof with application. This position is subject to the Commercial Driver's License Alcohol and Drug Testing Program.** The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m., but alternate work schedules may occur in times of emergency or critical project need. **State housing is not available.** For further information regarding this position, please contact Dennis Dolinar at (818) 880-0350 ext. 115 or DDolinar@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

WATER RESOURCE CONTROL ENGINEER (RANGE D \$5135 - \$6239) – PARK OPERATIONS/TECHNICAL SERVICES DIVISION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento, but will work predominantly at Empire Mine State Historic Park initially. This position will work under the direction of the Chief, Technical Services Division for Park Operations. The Water Resource Control Engineer will serve as the Department's lead for water quality issues within the State Park System. Initially, this position will be the lead person for the Toxic Assessment and Mitigation Project at Empire Mine State Historic Park. In this capacity, the position will be responsible for data collection and work plan development related to the remediation of toxic soils and mine drainage water that remains from past mining activity at this site. This position will be responsible for developing and implementing BMP's for the containment and remediation of toxic soils and drain water. This position will evaluate work plans and recommendations from consultants to determine feasibility and effectiveness. This position will also ensure compliance with all permits, orders and enforcement actions related to water quality at Empire Mine State Historic Park. **This position requires the possession of a valid certificate of registration as a civil or professional engineer issued by the California State Board of Registration for Professional Engineers. State housing is not available.** For further information regarding this position, please contact Hayden Sohm at (530) 525-9523.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous	Promotional/Spot Sacramento
Associate Civil Engineer	July 21, 2006	Open
Communications Operator	June 30, 2006	Open/Spot Sacramento, Monterey Riverside Counties
Restoration Architect	June 30, 2006	Open
State Park Cadet (Lifeguard)	July 7, 2006	Open
State Park Ranger Cadet	July 7, 2006	Open
Water and Sewage Plant Supervisor	Continuous	Open